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FILED: Records 4-2

RETURN TO
RECORDS MANAGEMENT DIVISION

11 September 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Status of Records Management Program in the Office of Security

1. In response to memorandum dated 23 August 1956, from the Director of Security, I contacted Mr. [REDACTED] Executive Officer, as 25X1A9a requested by Colonel Edwards.

2. On 6 September, I discussed the status of the records management program in the Office of Security with Mr. [REDACTED] and 25X1A9a suggested the following:

a. That an up to date inventory of files and records be made. This should include a description of the records, how they are filed, the inclusive dates, volume (cu.ft.), disposition instructions, and inventory of filing equipment.

b. Reconsideration of the transfer of inactive records from office space to the Center.

c. Installation of the Agency filing system throughout the Office of Security where applicable.

d. Continue the control over administrative reports, and

e. Broaden the scope of the responsibility for the area records officer for Forms Management.

25X1A9a 3. Mr. [REDACTED] indicated that he was not in disagreement with any of these items and that he would do his best to see that all of them were carried out in the Office of Security. He indicated that the area records officer has been given a number of miscellaneous assignments which did not permit him to devote full time and attention to records management. He felt, however, that these assignments were essential and in many instances that they were indirectly related to the primary assignment of the area records officer. He wishes to

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pursue a discussion of the records management program after further discussion with the area records officer when he returns from leave.

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4. I proposed to Mr. [REDACTED] that a representative of the Records Management Staff assist Mr. [REDACTED], their area records officer, in accomplishing some of the things that should be undertaken with respect to records management. He will advise us when they wish to take advantage of this offer.

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